



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 061-21

OPENING DATE: 04/29/2021

CLOSING DATE: 05/13/2021

POSITION: Agricultural Irrigation Tech
-Systems Monitor

POSTED: WITHIN ONLY

PAY GRADE: NE5 (\$15.97/hr. - \$21.56/hr.)

FLSA STATUS: Non-Exempt

POSITION TYPE: Full-Time

FUNDING SOURCE: POI Funded

DEPARTMENT: Agricultural Division

REPORTS TO: Agricultural Irrigation Supervisor

BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Monitors and maintains all agricultural irrigation systems within the Pueblo of Isleta (POI). Assists with irrigation operations in cooperation with POI Water Resources, majordomos, farmers, the middle Rio Grande Conservancy District (MRGCD), and Bureau of Indian Affairs (BIA) to include: daily visual inspections of both Pueblo and MRGCD irrigation conveyances, facilities gates and checks operation, and other structures for proper irrigation water management; maintenance and repairs; overall management and oversight of Pueblo irrigation operations.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Monitors and helps manage the water delivery systems to ensure timely, efficient, and adequate delivery of irrigation water and assists in the repair and maintenance of water delivery infrastructure.
- Coordinates with POI staff and leadership, majordomos, farmers, MRGCD Irrigation System Operators (ISO), and others in managing irrigation water and maintaining efficient operations.
- For canal headings originating off-reservation, coordinates delivery of water to the Pueblo with MRGCD, considering the needs of both off-reservation and Pueblo irrigation needs and adhering to established schedules.

- Utilizes on-line gauge data to understand and monitor water needs for each irrigation canal.
- Participates as necessary in water operations meetings with Pueblo staff and leadership, BIA, MRGCD and others, to assist with irrigation operations.
- Maintains a daily log of problems encountered during water delivery and provide weekly written activities report.
- Monitors and maintains canals in specified geographic areas through daily visual inspection, cleaning debris from canals, repairing and/or reporting damage.
- Checks for leaks, clogs or any issues that would affect the efficiency of water supply or delivery for irrigation.
- Communicates issues and necessary information to supervisor or other personnel.
- Immediately reports any canal overflow or spillage of water from irrigated lands to supervisor and the MRGCD if on an MRGCD facility.
- Maintains secure (locked) conditions at all headings, check structures, and waste ways to prevent unauthorized operation and tampering.
- Collaboratively resolves issues and concerns regarding water delivery, employing the assistance of POI supervisors, leadership, majordomos, and MRGCD staff as appropriate.
- Responds to emergencies in a timely manner to prevent destruction or damage to private, public and District property. Assists other agency personnel in preventing injury by lowering water levels, opening turnouts and waste ways, closing headings, and redirecting water when necessary.
- Use of hand tools to trim branches and brush when necessary.
- Repairs damages to canal banks using potato hooks, chains, shovels, cables, bar hooks, machetes, chain saws and manure forks.
- Maintains ditch banks for weed control by mowing, weed burning and applying herbicides.
- Observes safety rules, and ensures and maintains a safe work environment.
- Contributes to a team effort and accomplishes related goals as required.
- Applies Pueblo rules, policies, and procedures in governing water distribution and conservation.
- Uses cameras, camcorders, or other audiovisual equipment for documentation purposes.
- Drives a variety of vehicles needed for different terrain that may include hazardous roads.
- Repairs and/or replaces culverts, turn-outs, concrete lining, pipes, pumps etc. as needed to ensure system operability.
- Reports any damages or problems beyond department's capability to immediate supervisor.
- Performs heavy labor related to the construction of irrigation projects for transporting and distributing water to agricultural lands.
- Install irrigation fixtures to requirements and specifications.
- Operates two-way radios and other communications equipment.
- Checks to ensure tools, vehicles and equipment are in proper working order; reports defects and broken parts found on equipment.
- Reports any malfunctioning equipment to appropriate staff.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.

- Computer, internet, and basic word processing software use.
- Three years' experience in a related field.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Valid applicators licenses or be able to obtain.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Employment will be contingent upon the successful completion of a physical examination and meeting the physical standards required to perform job tasks.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of farming.
- Knowledgeable in the geographic location and names of ditches, canals, waste ways and laterals.
- Knowledge of irrigation practices; gravity flow open ditch systems; water flow measurement.
- Knowledgeable in irrigation repairs.
- Knowledge of basic mathematics.
- Knowledge of construction techniques, carpentry, and concrete work experience.
- Knowledgeable in the safe operation and maintenance of hand tools, power tools, and other equipment.
- Knowledge or proper safety techniques.
- Must have excellent collaboration and communication skills.
- Ability to understand and follow verbal and written instructions.
- Ability to exercise independent judgment.
- Ability to work in the outdoors in extreme weather conditions.
- Ability to use various types of machinery.
- Ability to troubleshoot irrigation water delivery systems.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to establish and maintain professional relationship with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to speak Tiwa preferred.
- Ability to learn from direct on-the-job experience.

PHYSICAL DEMANDS:

- Work requires ability to stand and walk for up to 10 hours per day.
- Respond to emergencies outside of normal working hours.
- Talk, hear, smell, sit, stand, balance, stoop, kneel, crouch, or crawl; repetitive use of hands to handle objects, equipment controls, use tools, and reach with arms and hands.
- Work requires extensive lifting, bending, carrying, loading, loading and transporting equipment and supplies.
- Standing and walking may be on uneven surfaces or unstable ground.
- Requires extensive repetitive use of hands and arms to use tools.
- Position requires frequent lifting of up to 100 lbs. while wearing safety equipment.

WORK ENVIRONMENT:

- Work is performed in an outside environment.
- Noise level is usually moderate to loud.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Work requires use of safety equipment, safety-toe shoes, goggles, gloves, harnesses, helmet, protective face shields and/or hardhats.
- Travel within and off the reservation is required for completing work orders and working in sensitive and/or hazardous areas is common.
- Evening, weekend or holiday hours may be required.

PREFERENCE:

Isleta Tribal member and Native American Indian preference shall apply to all positions at the Pueblo of Isleta.